

Summary Report for Individual Task
552-101-3889
COMMUNICATE EFFECTIVELY
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the installation/activity name foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: As an Aviation Maintenance Leader serving in a Combat Aviation Brigade (CAB), you must communicate effectively. Given ADRP 6-22, Army Leadership, AR 25-50, Preparing and Managing Correspondence, and ST 22-2, Writing and speaking skills for Leaders at the Organizational Level.

This task should not be trained in MOPP 4.

Standard: Communicate effectively, orally and in writing, in accordance with ADRP 6-22, AR 25-50, and ST 22-2.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You must communicate effectively.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Explain the elements of the communications process.
 - a. Define the modes of communication.
 - b. Describe the communications process.
 - c. Discuss the process of active listening.
2. Determine information sharing strategies.
 - a. Prepare yourself to communicate.
 - b. Analyze the communications environment.
3. Employ engaging communication techniques.
 - a. Determine what the communications should accomplish.
 - b. Formulate a plan to inform, persuade or direct.
4. Present recommendations so others understand advantages.
 - a. Explain the universal intellectual standards.
 - b. Apply the universal intellectual standards.
5. Convey thoughts and ideas to ensure shared understandings.
 - a. Discuss effective ways to give and receive feedback.
 - b. Communicate the plan.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all steps were passed (P). Score the Soldier NO-GO if any step was failed (F). If the Soldier failed any step, show the Soldier what was done wrong and how to do it correctly. If the Soldier received a NO-GO, some training may be needed. Make sure that appropriate follow-up has been completed on indicated training.

Evaluation Preparation: Setup: Prepare a message or task that requires the individual to respond accurately, IAW task standards, to the performance measures.

Brief soldier: Tell the individual that he or she will be required to correctly respond on all of the performance measures to receive a GO on the task.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Explained the elements of the communications process.			
a. Defined the modes of communication.			
b. Described the communications process.			
c. Discussed the process of active listening.			
2. Determined information sharing strategies.			
a. Prepared to communicate.			
b. Analyzed the communications environment.			
3. Employed engaging communication techniques.			
a. Determined what the communications should accomplish.			
b. Formulated a plan to inform, persuade or direct.			
4. Presented recommendations so others understand advantages.			
a. Explained the universal intellectual standards.			
b. Applied the universal intellectual standards.			
5. Conveyed thoughts and ideas to ensure shared understandings.			
a. Discussed effective ways to give and receive feedback.			
b. Communicated the plan.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADRP 6-22	Army Leadership	No	No
	AR 25-50	Preparing and Managing Correspondence	No	No
	ST 22-2	Writing and Speaking Skills for Leaders at the Organizational Level	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
158-100-4006	Prepare a Military Brief	158 - Army Leadership (Individual)	Approved
158-100-4009	Communicate in Writing	158 - Army Leadership (Individual)	Approved
158-MLC-3060	Communicate Effectively	158 - Army Leadership (Individual)	Approved
158-100-4003	Communicate Effectively at the Direct Leadership Level	158 - Army Leadership (Individual)	Approved

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Individual Critical Task List for Military Occupational Specialty (MOS) 151A (Advanced)	Warrant Officer	MOS: 151A, Skill Level: CW3, Duty Pos: HBU, LIC: EN